



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 07–5, Changes To Military Leave

Date: February 12, 2007

To: Holders of the Payroll/Personnel Manual  
Personnel Users Groups

Washington District of Columbia (DC) Parade and Encampment Military Leave entitles an employee who is also a member of the DC National Guard to utilize leave for each day a parade or encampment is ordered or authorized under title 39, District of Columbia code. The following modifications have been made to the Payroll/Personnel System (PPS) to allow only those employees who are entitled to DC Parade and Encampment to use this type of military leave:

- Transaction Code (TC) 65, Regular Military Leave, Transaction Descriptor (TD) 01, is no longer used to record DC Parade and Encampment on the employee's time and attendance (T&A) report. DC Parade and Encampment must now be recorded with TC 68, Emergency Military Leave, TD 01, DC Parade and Encampment Military Leave, and any applicable prefix/suffix combinations assigned to TC 68.

DC Parade and Encampment leave balances are now being tracked on a calendar year basis and will be reset to zero in Pay Period 1 of each year.

- TC 68 with TD 01 can only be used if the employee's uniform service status code is 8 (retired military and DC National Guard) or 9 (DC National Guard).
- TIME Edit 168, Emergency Military Leave Cannot Exceed 176 Hours, has been modified to allow TD 01 to be used with TC 68 to permit employees that have a Uniform Service Status code of 8 or 9 to use an unlimited amount of emergency military leave per calendar year.
- TIME Edit 460, TC 68 With TD 01 Must Have Uniform Service Status 8 or 9, has been added to PPS to restrict the use of TD 01 with TC 68 only for employees that have an established Uniform Service Status code of 8 or 9.

Title I, Chapter 7, Section 1, TNAINST, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** and search for the TNAINST procedure on the list provided.

Please refer questions about T&A processing to the Payroll/Personnel Call Center at 504-255-4630.

A handwritten signature in black ink, appearing to read "Mark Hazuda", is positioned above the printed name.

MARK J. HAZUDA, Director  
Government Employees Services Division